

RETURN TO WORK - SAMPLE WORKPLAN			
Goals	Responsible Party	Due Date	Comments
<u>A. INTRODUCE PROJECT AND DEFINE ROLES</u>			Roles include determining who will serve as the transitional duty team coordinator (TDTC), responsibility of supervisors and responsibility of human resources (HR).
1. Provide workplan and discuss timeframes and responsibility to upper management.			
<u>B. ESTABLISH TRANSITIONAL DUTY TEAM COORDINATOR AND TRANSITIONAL DUTY TEAMS</u>			
1. Determine who will be responsible in the agency for serving as the Transitional Duty Team Coordinator and handling workers' compensation claims.	Upper Management		WCMB (Workers' Compensation Management Bureau) can consult with you to determine the various approaches other agencies use in assigning responsibilities.
2. Determine who will be included in Transitional Duty Teams.	Upper Management		The Transitional Duty Team consists of the supervisor, injured employee, TDTC and/or HR. A Montana State Fund Claim's Examiner and WCMB can participate in these meetings per your request.
3. Establish and schedule meetings between HR, TDTC, WCMB Return to Work Specialist to discuss issues, answer questions, review results of Transitional Duty Team Meetings.	WCMB, TDTC and/or HR		These meetings are an opportunity to review results of transitional duty team meetings, identify issues and provide ongoing and regular training. The WCMB Return to Work Specialist is available to participate in these meetings.
4. Develop process flow diagrams/checklists for the agency that provide workflow of how to manage a workers' compensation claim.	TDTC/HR		Process flow diagrams and other agency tools can be found at: http://benefits.mt.gov/workerscompearlyreturn.mcpX
<u>C. TRAIN EMPLOYEES, SUPERVISORS, TRANSITIONAL TEAM COORDINATORS AND HUMAN RESOURCES</u>			
1. Provide Return to Work (RTW) training to all employees.	WCMB		The WCMB can provide this training for your agency.
2. Incorporate RTW and safety training in new employee orientation	TDTC/HR		The WCMB can assist you in the development/administration of this training.

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3. Provide RTW training for supervisors.	TDTC/HR		The TDTC and/or HR trains supervisors on reporting procedures, roles and responsibilities of all parties involved. Training specifically details how to manage a workers' compensation claim. The WCMB can assist you in the development of this training.
4. Incorporate regular RTW training and updates in safety committee meetings or other staff meetings.	TDTC/HR		The WCMB can participate in safety committee meetings and other staff meetings as needed.
D. BEGIN TRANSITIONAL DUTY PROCESS FOR EACH INJURED WORKER			If employee sought medical care, is not released to full duty and is released to transitional duty.
Goal: Bring worker back to work within 4 days of injury			
1. Provide supervisors and employees access to process flow diagrams and checklists while administering the workers' compensation process.	TDTC/HR		Process flow diagrams and other agency tools can be found at: http://benefits.mt.gov/workerscompearlyreturn.mcp
2. Ensure that the injured worker takes the Medical Status form to their first appointment with their health care provider.	supervisor and employee		If the employee sees a health care provider the supervisor gives the employee the Medical Status form to provide to their health care provider. The supervisor may even take the employee to the initial visit.
3. Supervisor and employee completes the First Report of Injury (FROI) and notifies TDTC and/or HR. The FROI is submitted to Montana State Fund.	TDTC/HR, supervisor, employee		Submit FROI to Montana State Fund within 24 hours following notification from the employee. If the supervisor cannot complete the FROI within 24 hours, then the supervisor contacts the TDTC and/or HR to complete the FROI.

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4. Supervisor, employee, and TDTC and/or HR completes the Incident Review Form (preferably at the same time as the FROI).			WCMB can provide you a Incident Review Form Template. You may want to consider establishing a deadline for the supervisor to submit the Incident Review Form to the TDTC and/or human resources. These forms should be regularly reviewed to identify strengths and weaknesses of the agency RTW program.
5. If employee sought medical care, is not released to full duty and is released to transitional duty, TDTC and/or HR meets with supervisor and employee as a transitional duty team (TDT) to develop temporary transitional duty based on completed Medical Status form and duties of the job. TDTC/HR ensures that confidentiality and release forms are signed and filed by all parties involved.	TDTC/HR, supervisor, employee		Include the Transitional Duty Tracking Form and Contact Log found at: http://benefits.mt.gov/workerscompearlyreturn.mcp
6. TDTC/HR, supervisor, and employee meet every two weeks until injured worker is back to time of injury (TOI) job. HR and/or Transitional Duty Team Coordinator ensures that transitional duty tracking form is completed after every meeting.			
7. Report all injuries that include Transitional Duty to the WCMB Early Return To Work Specialist (ERTW) at jhamilton@mt.gov			Once the WCMB is notified that a transitional duty team meeting has occurred, WCMB can assist you in the coordination of your transitional duty teams and provide you trends over time on success factors of transitional duty.
<u>E. MONITOR IMPACTS OF EARLY RETURN TO WORK PROGRAM</u>			The form can be found at: http://benefits.mt.gov/workerscomp.mcp
1. Meet regularly with WCMB to review and discuss success factors of your RTW program. Metrics can include indemnity claim trends and associated costs.	TDTC, HR and WCMB Early Return to Work Specialist.		Meetings may just include a regular conference call with WCMB ERTW Specialist
Monitor other process components as described on pg. 21 of the Return to Work Program Manual.	TDTC and/or HR and the WCMB Return to Work Specialist.		http://benefits.mt.gov/content/docs/WorkersComp/Return_to_Work_Manual
<u>F. OTHER CONSIDERATIONS</u>			
1. Review and update (if needed) your agency safety manual, policies and procedures.	Upper Management/HR		http://hr.mt.gov/content/hrpp/docs/Policies/ERTW
2. Revise and/or develop filing and tracking System that includes number of transitional duty teams held and who did and did not return to work from those meetings.	HR		The WCMB can assist you in developing your filing and tracking system.
3. Incorporate RTW responsibilities into position descriptions and performance appraisals.	HR		